

**ACSA SHE FILE REVIEW FORM**

Contractor/Stakeholder Name:		Contract Number	
Project Manager:		Airport:	
Area where work is to be performed:			
Scope of Work			

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Mandatory OHS appointments		
	Section 16(1), 16(2) & 8(2)		
	SHE Representative		
	First Aider(s) (Must have formal competency)		
	Fire Marshall		
	Supervisors		
	Lifting supervisor		
	Construction 5(k)		
	CR 8(1) Construction work Manager (Must have formal competency)		
	CR 8(2) Assistant Construction work Manager		
	CR 8(5) Construction H&S Officer (Must have formal competency)		
	CR 8(7) Construction work Supervisor		
	CR 8(8) Assistant Supervisor (Must have formal competency)		
	Fall protection planner (Must have formal competency)		
	CR 13(1)(a) Excavation Supervisor (Must have formal competency)		
	Risk Assessor (Must have formal competency)		
	Incident Investigator		
	CR 16(1) /SANS 085 Scaffolding Inspector (Must have formal competency)		
	CR 18(1) Rope Access Supervisor (Must have formal competency)		
	CR 24 & EMR 9 Electrical Tool Inspector		

	CR 29(H) Fire Fighting Equipment Supervisor (Must have formal competency)		
	CR 23 Construction Vehicles & Mobile Plant Operator		
	GSR 13 Ladder Inspect		
	Portable (Hand) Tool inspector		
	CR 28(a) Stacking and Storage Supervisor (Must have formal competency)		
	HCS Supervisor (HCS Regulations)		
	OHSA 19 SHE Committee Members (If more than 2 SHE Reps on site)		
	Covid-19 compliance officer		
2.	Scope of work		
3.	Covid-19 Policy		
4.	Risk assessments with covid-19 risks		
5.	Equipment and tools list		
6.	Safe working procedures including covid-19 response procedure		
7.	Procedure for employees refusing to work due to covid-19		
8.	Toolbox talks		
9.	Induction records of employees on covid-19		
10.	Reporting of OHS Surveillance Data to DoH		
11.	Vulnerable employees declaration process		
12.	Daily screening process for employees and visitors		
13.	MoU or contract for secondary screening of symptomatic persons at work		
14.	PPE issue records for employees (inclusive of cloth masks)		
15.	ACSA Safety, Health and Environmental Induction		
16.	Signed Section 37(2) Agreement (ACSA & Principal Contractor/Principal contractor & Sub contractor is sub-contracting)		
17.	Valid Letter of Good Standing		
18.	Method Statement		
19.	Project Specific SHE Plan		
20.	Fall protection and rescue plan where applicable		
21.	Lifting plan where applicable		
22.	Valid <a href="#">Medicals</a> fitness certificates as per Annexure 3 of the CR 2014 regulations		
23.	ID copies of the employees on-site		
24.	Pre-populated WCL2 form		
25.	Emergency Plan and Contact details for emergencies		
26.	Proof of competencies		
27.	<a href="#">Notification of construction work</a> or <a href="#">Construction Permit</a> if applicable.		
28.	Signed Environmental Terms and Conditions to Commence Work – <a href="#">EMS 048</a> attached		
29.	Approved Airside Safety Plan		

30.	Register of sub-contractors and activities to be undertaken		
31.	Select relevant high-risk activity to be performed <ul style="list-style-type: none"> <li>• Work at Heights</li> <li>• Hot Work</li> <li>• Work on Electricity</li> <li>• Work in Confined Space</li> <li>• Excavation</li> <li>• Work on machinery</li> <li>• Other</li> </ul>		

**MANDATORY REQUIREMENTS FOR STAKEHOLDER CONTRACTOR SHE FILE REVIEW(ONLY COMPLETE THESE SECTION IF IT IS A STAKEHOLDER'S CONTRACTOR SHE FILE FOR VETTING BY ACSA**

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Valid Letter of Good Standing		
2.	Signed Section 37(2) Agreement between Client & Principle Contractor		
3.	Signed Section 37(2) Agreement for Sub Contractor where one is used		
4.	Signed CR 5(k) Appointment letter from Client to Principle Contractor		
5.	Risk Assessment for the project		
6.	Signed ACSA EMS 048 Environmental Terms & Conditions (Please find attached)		
7.	OHS appointment letters (with proof of competencies where required) that is relevant to the work that will be performed in the project.		
8.	Client OHS Specification (Stakeholder to provide its own specification)		
9.	Method Statement		
10.	Medical fitness certificates of contractor employees as required by the Construction Regulations		
11.	Notification of construction work or Construction Permit (where required)		
12.	Emergency Response procedure & Contact details.		
13.	Valid Letter of Good Standing		
14.	Signed Section 37(2) Agreement between Client & Principle Contractor		
15.	Signed Section 37(2) Agreement for Sub Contractor where one is used		
16.	Signed CR 5(k) Appointment letter from Client to Principle Contractor		

17.	Risk Assessment for the project		
18.	Signed ACSA EMS 048 Environmental Terms & Conditions (Please find attached)		
19.	Daily screening process for employees and visitors		
20.	MoU or contract for secondary screening of symptomatic persons at work		

**EMERGENCY WORKS SHE FILE REVIEW( ONLY COMPLETE THIS SECTION IF IT EMERGENCY WORK)**

No.	Document requested	Status received (Yes/ No/N/A)	Compliance Status/ Comments
1.	Valid Letter of good standing		
2.	Section 37 (2) Mandatary Agreement (Attached-to be signed)		
3.	EMS 048 Environmental Terms & Conditions (Attached-to be signed)		
4.	ACSA OHS Specification (Attached-to be signed)		
5.	Activity based risk assessment		
6.	Emergency contact details		
7.	Valid Letter of good standing		
8.	Daily screening procedure for employees and visitors		
9.	MoU or contract for secondary screening of symptomatic persons at work		

**Verification Status**

SHE File Verified	Yes	No	Date	
<b>General comments</b>				
<b>Details of SHE File reviewer</b>				
<b>Full name and Surname:</b>			<b>Signature:</b>	
<b>Designation:</b>				
<b>Acknowledgement by the Contract Manager</b>				
<b>Full name and Surname:</b>			<b>Signature:</b>	
<b>Designation:</b>				

Acknowledgement by Contractor			
Full name and Surname:		Signature:	
Designation:			

***NB\*The contractor remains responsible and accountable for the contents and compliance of the safety file***